

## SECTION 8. STUDENT MANAGEMENT

### 8.1 STUDENT OVERVIEW

Access the MCAIMS Student Management module by clicking on the Student Cap icon on the MCAIMS 32 Version 4.0 Main Menu window. The MCAIMS Student Management window (Figure 8-01) opens with five options on the menu bar: File, Tables, Maintenance, History, and Reports).



Figure 8-01. MCAIMS Student Management Window

Note the Main Menu button to the right of the Exit icon on the icon bar. This button allows you to exit the current module and return to the Main Menu window.

This module concerns development of student records, individually and as part of a class. Note that classes are based upon an Approved course and can be added, deleted, and retrieved only by the System Administrator in the System Administration module. This module allows you to develop classes to include registering students for the class, starting and graduating the class, and finally uploading the student records in the class to BNA.

This module allows you to access student records from a BNA or MIPS download or to create student records manually. The system enables you to update student records with various kinds of personal, service, evaluation, and class information. The module also enables you to individually assign, delete, drop, graduate, or reverse a student's status. Numerous kinds of reports are available to track student and class progress.

The menus for the MCAIMS Student Module function are generally arranged in a left to right and top to bottom hierarchy. Several options are available under each selection. Typically, you will progress through the menus from left to right (i.e., Tables, Maintenance, History, and Report) in developing student records.

You may find it more convenient to complete all options under one menu item, from top to bottom, before moving to the next menu item. For example, if you need to edit the RUC information on the Address tab of the Student Information Maintenance dialog box (Paragraph 8.3.3.6, Figure 8-29), you must add a new RUC under Tables (Paragraph 8.2.3.1) for non-default information. Obviously, any reports you print will be complete only to the extent that the student records are developed. Note that if the System Administrator has not granted you access to this module, only one option is available to you. That is, you may view the student records under the Maintenance option.

Note that certain command buttons are shaded (e.g., **Edit**, **Delete**) if records do not yet exist. After a record is created (**Add** button), these

other command buttons become accessible. If the student has been graduated or dropped, the Edit button will be shaded and you cannot edit that record.

## 8.2 TABLES

The three options under the Tables menu are Rank/Grade, MOS, and RUC. Use these tables to ensure that you have access to all the data you will need to develop and manage student information.

MCAIMS automatically installs a default set of rank/grade designators, MOSs, and RUCs that you may select in updating a student record.

The following steps summarize how to access the options under the Tables menu.

1. Click on the Student Cap icon. The MCAIMS Student Management window (Figure 8-01) opens.
2. Choose the Tables option on the menu bar. The Tables drop-down menu (Figure 8-02) is displayed.

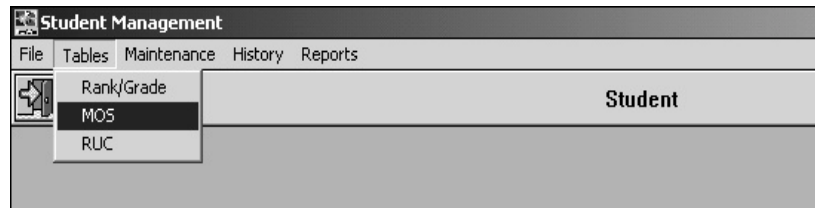


Figure 8-02. Tables Drop-down Menu

3. Choose the desired option.

### 8.2.1 Rank/Grade

MCAIMS for Windows is delivered with an installed table of ranks and grades for civilians and the military services. This option allows you to add, edit, or delete non-default information that will appear in that table. The information in this table will appear in the Serv1 tab of the Student Information Maintenance dialog box (Paragraph 8.3.3.1, Figure 8-22). From those drop-down lists, you can select the appropriate rank/grade for the selected student record.

1. From the Tables drop-down menu, choose Rank/Grade. The Grade/Rank Table selection list box (Figure 8-03) opens.

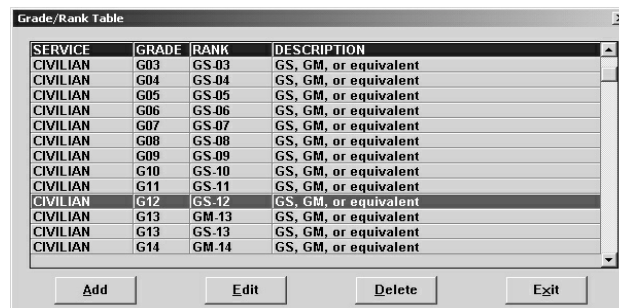


Figure 8-03. Grade/Rank Table

2. Refer to Table 8-01 for an explanation of the data fields.

Table 8-01. Grade/Rank Table

ITEM	DESCRIPTION
Service	Non-editable field displaying one of the following service designators: civilian, foreign, USA, USAF, USCG, USMC, USN.
Grade	Non-editable field displaying the grade for the corresponding service and rank.
Rank	Non-editable field displaying the rank for the corresponding service and grade.
Description	Non-editable field displaying the name of the rank for the corresponding service and grade.

3. Click on the desired command button.

#### 8.2.1.1 **Add**

This command allows you to add new service/grade/rank information not included in the default list to the Grade/Rank Table.

1. From the Grade/Rank Table selection list box (Figure 8-03), click on **Add**. The Grade/Rank Table Add dialog box (Figure 8-04) opens.

Figure 8-04. Grade/Rank Table Add

2. Referring to Table 8-02 for an explanation of the data fields, enter the required information to add new service/grade/rank information to your Grade/Rank Table.

Table 8-02. Grade/Rank Table Add

ITEM	DESCRIPTION	PARAMETERS/ FORMAT
Service	A drop-down list of all services (including military, civilian, and foreign) to which you may add a grade or rank. Scroll through the drop-down list and click on the desired code.	Up to 10 alphanumeric characters
Grade	The grade for the corresponding service and rank. You must complete this field to save the record.	Up to 3 alphanumeric characters
Rank	The rank for the corresponding service and grade. You must complete this field to save the record.	Up to 6 alphanumeric characters
Description	The name for the corresponding service, grade, and rank. You must complete this field to save the record.	Up to 40 alphanumeric characters

3. Click on **Save**. If the record already exists, a message so informs you. Click on **OK**. Otherwise, the new information is added and the system returns you to the Grade/Rank Table selection list box.

#### 8.2.1.2 Edit

This command allows you to edit a highlighted grade/rank for any service/grade/rank information you have added to the table.

1. From the Grade/Rank Table selection list box (Figure 8-03), highlight the desired non-default record by clicking on it.
2. Click on **Edit**. If you click on a default record, a message advises you that you cannot edit the record. Click on **OK** to return to the selection list box. Otherwise, a dialog box similar to the one in Figure 8-04 opens.
3. Referring to Table 8-02 for an explanation of the data fields, edit the appropriate information in each field in the dialog box for any service/grade/rank information you have added.
4. Click on **Save**. The service/grade/rank information is changed in the table, and the system returns you to the Grade/Rank Table selection list box. Note that you must manually change student records to reflect any service/grade/rank information or description changed here; the information will not be changed automatically on any student record.

#### 8.2.1.3 Delete

This command allows you to delete any service/grade/rank record that you have added to the table.

1. From the Grade/Rank Table selection list box (Figure 8-03), highlight the desired non-default service/grade/rank record by clicking on it.
2. Click on **Delete**. If you click on a default record, a message advises you that you cannot delete the record. Click on **OK** to return to the selection list box. Otherwise, a message appears to confirm your wish to continue.
3. Click on **Yes**. The record is deleted from the table Grade/Rank Table, and the system returns you to the Grade/Rank Table selection list box. Note that you must manually change pertinent student records for any grade/rank record deleted here; the information will not be deleted automatically from any student record.

#### 8.2.2 MOS

MCAIMS for Windows is delivered with an installed list of military occupational specialty (MOS) codes. This option allows you to add, edit, or delete information that will appear in that table. The information in this table will appear in the **Serv5** tab of the Student Information Maintenance dialog box (Paragraph 8.3.3.5, Figure 8-28). From those drop-down MOS lists, you can select the appropriate MOS for each category.

1. From the Tables drop-down menu, choose MOS. The MOS Table selection list box (Figure 8-05) opens.

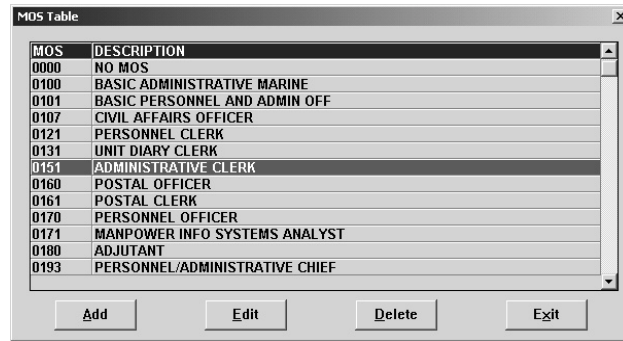


Figure 8-05. MOS Table

2. Refer to Table 8-03 for an explanation of the data fields.

Table 8-03. MOS Table

ITEM	DESCRIPTION
MOS	Non-editable field displaying the MOS code.
Description	Non-editable field displaying the descriptive name for the corresponding MOS.

3. Click on the desired command button.

#### 8.2.2.1 Add

This command allows you to add new MOS information not included in the default list to the MOS Table.

1. From the MOS Table selection list box (Figure 8-05), click on Add. The MOS Table Add dialog box (Figure 8-06) opens.

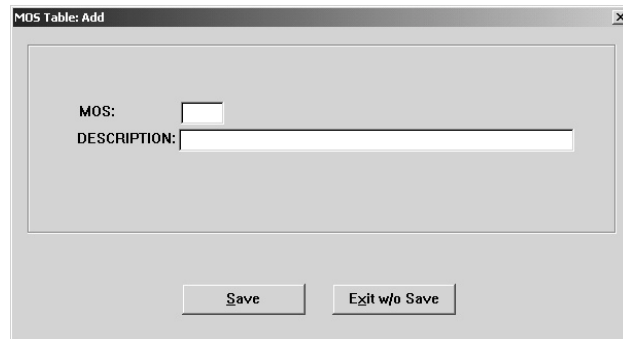


Figure 8-06. MOS Table Add

2. Referring to Table 8-04 for an explanation of the data fields, enter the required information to add a new MOS code to your MOS Table.

Table 8-04. MOS Table Add

ITEM	DESCRIPTION	PARAMETERS/ FORMAT
MOS	The code for the MOS. You must complete this field to save the record.	Up to 4 alphanumeric characters
Description	The name of the MOS. You must complete this field to save the record.	Up to 60 alphanumeric characters

3. Click on **Save**. If the record already exists, a message appears to inform you. Click on **OK**. Otherwise, the new information is added and the system returns you to the MOS Table selection list box.

#### 8.2.2.2 **Edit**

This command allows you to edit any highlighted MOS record.

1. From the MOS Table selection list box (Figure 8-05), highlight the desired record by clicking on it.
2. Click on **Edit**. A dialog box similar to the one in Figure 8-06 opens.
3. Referring to Table 8-04 for an explanation of the data fields, edit the appropriate information in each field of the dialog box.
4. Click on **Save**. The MOS information is changed in the table, and the system returns you to the MOS Table selection list box. Note that you must manually change student records to reflect any MOS information changed here; the information will not be changed automatically on any student record.

#### 8.2.2.3 **Delete**

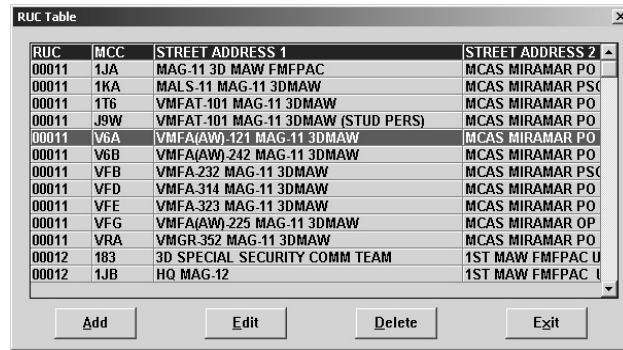
This command allows you to delete any highlighted MOS record.

1. From the MOS Table selection list box (Figure 8-05), highlight the desired MOS code by clicking on it.
2. Click on **Delete**. A message appears to confirm your wish to continue.
3. Click on **Yes**. The record is deleted from the table, and the system returns you to the MOS Table selection list box. Note that you must manually change pertinent student records for any MOS record deleted here; the information will not be deleted automatically from any student record.

#### 8.2.3 **RUC**

MCAIMS for Windows is delivered with an installed list of reporting unit codes (RUCs). This option allows you to add, edit, or delete information that will appear in that table. The information in this table will appear in the **Addr** tab of the Student Information Maintenance dialog box (Paragraph 8.3.3.6, Figure 8-29). If you click on the Edit RUC/MCC button, a drop-down list opens. From there, you can select the appropriate RUC for the selected student.

1. From the **Tables** drop-down menu, choose RUC. The RUC Table selection list box (Figure 8-07) opens.



RUC	MCC	STREET ADDRESS 1	STREET ADDRESS 2
00011	1JA	MAG-11 3D MAW FMFPAC	MCAS MIRAMAR PO
00011	1KA	MAL S-11 MAG-11 3DMAW	MCAS MIRAMAR PS
00011	1TG	VMFAT-101 MAG-11 3DMAW	MCAS MIRAMAR PO
00011	J9W	VMFAT-101 MAG-11 3DMAW (STUD PERS)	MCAS MIRAMAR PO
00011	V6A	VMFA(AW)-121 MAG-11 3DMAW	MCAS MIRAMAR PO
00011	V6B	VMFA(AW)-242 MAG-11 3DMAW	MCAS MIRAMAR PO
00011	VFB	VMFA-232 MAG-11 3DMAW	MCAS MIRAMAR PS
00011	VFD	VMFA-314 MAG-11 3DMAW	MCAS MIRAMAR PO
00011	VFE	VMFA-323 MAG-11 3DMAW	MCAS MIRAMAR PO
00011	VFG	VMFA(AW)-225 MAG-11 3DMAW	MCAS MIRAMAR OP
00011	VRA	VMGR-352 MAG-11 3DMAW	MCAS MIRAMAR PO
00012	183	3D SPECIAL SECURITY COMM TEAM	1ST MAW FMFPAC U
00012	1JB	HQ MAG-12	1ST MAW FMFPAC I

Figure 8-07. RUC Table

- Refer to Table 8-05 for an explanation of the data fields. Use your arrow keys to view all the information in the table.

Table 8-05. RUC Table

ITEM	DESCRIPTION
RUC	Non-editable field displaying the reporting unit code for each unit represented in the table.
MCC	Non-editable field displaying the monitored command code corresponding to each RUC.
Street Address 1	Non-editable field displaying part of the street address for each corresponding unit.
Street Address 2	Non-editable field displaying part of the street address for each corresponding unit.
Location	Non-editable field displaying the city, state, the fleet post office (FPO), or the army post office (APO) for the corresponding unit listed in the table.
ZIP	Non-editable field displaying the ZIP code for the corresponding unit.

- Click on the desired command button.

#### 8.2.3.1 Add

This command allows you to add a new RUC code not included in the default list to the RUC Table.

- From the RUC Table selection list box (Figure 8-07), click on Add. The RUC Table Add dialog box (Figure 8-08) opens.

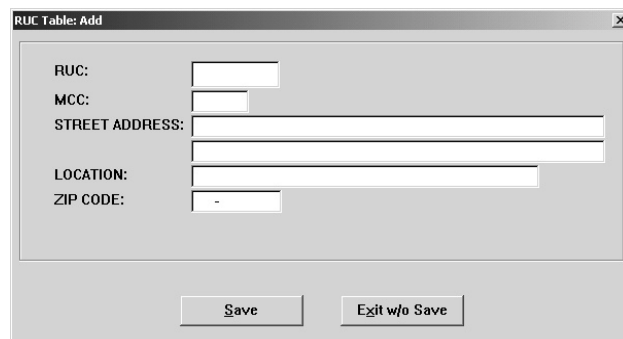


Figure 8-08. RUC Table Add

- Referring to Table 8-06 for an explanation of the data fields, enter the required information to add a new RUC code to your RUC Table.

Table 8-06. RUC Table Add

ITEM	DESCRIPTION	PARAMETERS/ FORMAT
RUC	The code for the reporting unit code (RUC). You must complete this field to save the record.	Up to 5 alphanumeric characters
MCC	Monitored command code indicating the installation to which the student is assigned.	Up to 3 alphanumeric characters
Street Address	Part of the address that will appear under the heading Street Address 1.	Up to 45 alphanumeric characters
Untitled	Part of the address that will appear under the heading Street Address 2.	Up to 45 alphanumeric characters
Location	The city, state or FPO/APO for the added unit.	Up to 36 alphanumeric characters
ZIP Code	The ZIP code for the added unit.	Up to 9 numeric characters

3. Click on **Save**. If the record already exists, a message appears to inform you. Click on **OK**. Otherwise, the new information is added and the system returns you to the RUC Table selection list box.

#### 8.2.3.2 **Edit**

This command allows you to edit any highlighted RUC.

1. From the RUC Table selection list box (Figure 8-07), highlight the desired record by clicking on it.
2. Click on **Edit**. A dialog box similar to the one in Figure 8-08 opens.
3. Referring to Table 8-06 for an explanation of the data fields, edit the appropriate information in each field of the dialog box.
4. Click on **Save**. The RUC information in the table is changed, and the system returns you to the RUC Table selection list box.

#### 8.2.3.3 **Delete**

This command allows you to delete any highlighted RUC record.

1. From the RUC Table selection list box (Figure 8-07), highlight the desired RUC code by clicking on it.
2. Click on **Delete**. A message appears to confirm your wish to continue.
3. Click on **Yes**. The record is deleted from this table, and the system returns you to the RUC Table selection list box.